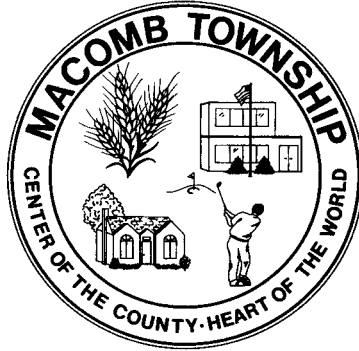


# MACOMB TOWNSHIP

54111 Broughton Road • Macomb, MI 48042 • 586-992-0710 x 4

[www.macomb-mi.gov](http://www.macomb-mi.gov)



## APPLICATION PACKET FOR SITE CONDOMINIUM SUBDIVISION PRELIMINARY PLAN REVIEW

### **APPLICANTS TAKE NOTICE OF THE FOLLOWING:**

All applications must contain **each and every page** from this application packet, including the checklist and any unused pages. If your application does not include all items, it will not be received by the Clerk's Office.

Please use only the forms provided with this application. **No other forms**, however similar, **will be accepted.**

The information contained herein represent requirements contained in the Macomb Township Land Division Ordinance #17 of Macomb Township.

**Michael D. Koehs, CMC**  
**Township Clerk**

**CHECKLIST OF DOCUMENTS REQUIRED FOR SITE CONDOMINIUM SUBDIVISION**  
**PRELIMINARY PLAN REVIEW**

Please place a check mark in the box next to each item as you assemble the following required information. When complete, submit the completed application package to the Macomb Township Clerk's Office.

- ☐ One (1) copy of the completed Preliminary Plan Application form, found on page 4.
- ☐ Payment of \$1,335.00, *plus* \$20.00 per additional acre over two (2). Please make your check payable to **'Macomb Twp. Treasurer' (Funds are non-refundable)**.
- ☐ Eighteen (18) copies of Site Condominium Subdivision plans, tri-folded and signed over the seal of a Professional Engineer Registered in the State of Michigan. **When plans clear the initial department reviews, the Clerk's Office may request additional copies of the revised plans for distribution.**
- ☐ Eighteen (18) copies of the Landscape Plan for the required 20' dedicated landscape area. **When plans clear the initial department reviews, the Clerk's Office may request additional copies of the revised plans for distribution.**
- ☐ If the proposed plat is part of a larger development project, or if the plat is adjacent to property planned for future development, please submit a map of the entire area planned for development and how this property will be or could be developed.
- ☐ One (1) sketch of the property showing drainage patterns and soil characteristics.
- ☐ One (1) site report as described by the rules of the State Department of Public Health. This document is **required only if** the plat will NOT be served by public sanitary and storm sewers.
- ☐ A plan delineating all natural features on or abutting the site, including but not limited to ponds, streams, drains, floodplains, wetlands and woodland areas.
- ☐ If the proposed plat is located in more than one school district, the proprietor shall include one (1) original copy of an agreement, signed by each affected school district Superintendent, indicating which school district shall apply to lots that are bisected by the school district boundary line.
- ☐ Letter from the Township Supervisor's Office indicating approval of proposed street names. Said street names shall be shown on the plat. Once approved, street names MAY NOT BE CHANGED.
- ☐ One (1) completed Documentation Supporting The Request form, found on page 5. Use of this form is optional, and is provided as a means for the applicant to include other relevant information.
- ☐ One (1) completed Affidavit of Ownership form, found on page 6.
- ☐ Proof of Ownership of the land, i.e. Land Contract, Affidavit of Land Contract, Option Agreement, Deed, etc.
- ☐ One (1) completed Verification of Recorded Legal Property form, found on page 7. **(Applicant MUST have the Township Assessor verify the Legal Description).**
- ☐ One (1) completed Request for Street Lighting Improvement form, found on page 8. This form will initiate the process to estimate the cost to provide street lighting to the development, the installation, operation and maintenance of which will be regulated by a contract between the Township and the developer or condominium association.
- ☐ One (1) copy of the draft Master Deed (including both text and Exhibits) for the proposed development.
- ☐ One (1) copy of the draft Restrictive Covenants or Bylaws that will be applied to the project, if applicable.
- ☐ Building sections showing the existing and proposed structures and improvements, including their location on the land.
- ☐ One (1) copy of an application to the MDEQ for Flood Plain and Wetland review, if applicable.

## **SITE CONDOMINIUM PRELIMINARY PLAN REVIEW PROCESS**

- Step 1:** Applicant submits complete application and seventeen (17) copies of the Preliminary Plan.
- Step 2:** The plans are distributed to the Township Departments for review.
- Step 3:** If plans are acceptable, a Public Notice will be sent out to Owner and Adjoining Property Owners within 300 feet of the property in question.
- Step 4:** The Clerk's Office will inform the Applicant or Applicant Representative of the date and time for the Public Hearing.
- Step 5:** At the Public Hearing, the Planning Commission will give its report, recommending approval or denial of the Preliminary Plan to the Township Board of Trustees. A letter shall be sent to the Applicant or the Applicant's Representative stating the recommendations specified.
- Step 6:** The Township Board of Trustees will consider the Preliminary Plan at the next regular Township Board of Trustees meeting. The Board may reject or approve the Preliminary Plan, the reason for their decision must be in writing.
- Step 7:** A letter will also be sent to the Applicant and/or Applicant's Representative.
- Step 8:** The Petitioner must file an application for Final Plan approval within one year's time or the Preliminary Plan approval will expire. The Township Board may extend the time for one additional year upon request in writing prior to the expiration date.

## **ALL APPLICANTS TAKE SPECIAL NOTE OF THE FOLLOWING:**

1. **Expiration Date.** Tentative Preliminary Plat Approval is valid for one year from the date of approval and may be extended by the Township Board, if the applicant makes a request in writing BEFORE the expiration. Note: It is not the Township's responsibility to notify you prior to your project expiration date. Failure to apply for an extension before the expiration date will require a new submittal, as the process starts over from the very beginning!
2. **Phasing Plan.** If a 'phasing plan' has not been submitted it is assumed that this subdivision will be developed in one phase. Any and all revisions to the phasing plan must be reviewed and approved by the Planning Commission and Township Board and incorporated into the Preliminary Plan. Changes to the phasing plan will not be allowed unless it is part of a new application.
3. **Submittal Deadlines.** All applications will be processed the day they are received, provided the application is submitted prior to 2:00 p.m. All applications received after 2:00 p.m. will be processed the next business day. This means that an application submitted at the end of the day on Friday will not be processed until the following Monday morning.
4. **Planning Commission Policy Regarding Request To Table.** Should the petitioner request the tabling of a scheduled matter, an amount equal to one-half the original fee shall be charged. Said fee shall be remitted to the Township within two working days of the rescheduling of the matter. If the fees are not paid, the matter will be recommended for denial.
5. **Department Review.** Submittal of this application does not imply that the plans are acceptable, the review of the information by all departments and agencies will make recommendations to the Planning Commission, who will indicate if they are acceptable.
6. **Preliminary Approval.** Approval of the preliminary plan does not constitute final approval of the development, but rather confers on the Proprietor the right to proceed with the preparation of the final plan for approval.
7. **Attendance Required at Public Hearing.** The Macomb Township Planning Commission requires the Applicant or the Applicant's Representative to be present at the Public Hearing, otherwise the item will be tabled to another meeting date at the applicant's expense of ½ the original fee.
8. **Site Improvements.** No site improvements may be made or units sold at this time. After the Attorney approves the recorded Master Deed and the Engineer approves the as-built mylar, units may be sold and permits may be issued.
9. **Fees.** A fee of \$100.00 per ½ hour shall be charged for meetings with staff or planning consultant; actual costs will be charged for meetings with the engineer or attorney.
10. **Forms.** Please use only the forms provided with this application. No other forms, however similar, will be accepted
11. **Multiple or Partial Parcel Applications.** Should the proposed development include more than one, or a portion of a parcel, it may be accepted for review by the Clerk's Office. However, such applications may not proceed past Tentative Preliminary Plat review until all required parcel splits and/or combinations have been executed to the Township Assessor's satisfaction. No application for Final Preliminary Plat will be accepted until the Clerk's Office is notified of these approvals.
12. **School District Boundaries.** All developments that include or abut a school district boundary shall indicate the location of the boundary on the plat. For each proposed lot that will include more than one school district, the proprietor must submit written documentation, in a form acceptable to the Township Assessor, verifying the school district to which the future lot(s) will be associated. Said written documentation must include an agreement by each school district of the proposed association.

## **APPLICATION FOR PRELIMINARY PLAN REVIEW**

MACOMB TOWNSHIP PLANNING COMMISSION  
54111 BROUGHTON ROAD  
MACOMB, MICHIGAN 48042  
(586) 992-0710 EXT. 4

### **Only Complete Applications Will Be Accepted (PLEASE PRINT OR TYPE)**

Condominium Name \_\_\_\_\_

Type of Development:    ☐ Residential    ☐ Commercial    ☐ Industrial    ☐ Other \_\_\_\_\_

**Permanent Parcel No. 08 - \_ \_ - \_ \_ - \_ \_ - \_ \_**

#### **APPLICANT INFORMATION**

Applicant's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Applicant's Representative Name \_\_\_\_\_ Phone \_\_\_\_\_  
(if different from applicant)

Address \_\_\_\_\_ Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

#### **PROPERTY INFORMATION**

Location of Property \_\_\_\_\_  
(for example: the north side of 23 Mile Road and ¼ mile east of Romeo Plank Road)

Property Frontage (in feet) \_\_\_\_\_ Property Depth (in feet) \_\_\_\_\_

Present Zoning Classification \_\_\_\_\_  
(see zoning map of Macomb Township)

Existing Land Use \_\_\_\_\_

#### **ENGINEER/LAND SURVEYOR**

Name (Company) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

Contact Professional \_\_\_\_\_ Phone \_\_\_\_\_

Gross Acreage \_\_\_\_\_ Net Acreage \_\_\_\_\_ Proposed # of Lots \_\_\_\_\_

Types of utilities available:    ☐ Water Main    ☐ Sanitary Sewer

Phasing Plan?:    ☐ Yes    ☐ No    Proposed # of Phases \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## DOCUMENTATION SUPPORTING THE REQUEST

**Name of Project**\_\_\_\_\_

**Permanent Parcel Number: 08 - \_ \_ - \_ \_ - \_ \_ .**

Applicant's Name	Phone
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**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Applicants' Representative Name:**\_\_\_\_\_ **Phone**\_\_\_\_\_

**Please provide a detailed description of the proposed project.** For a technical change or revised site plan, please describe in detail the changes made from the original site plan. For a Certificate of Zoning Compliance or Site Plan Review, list number of employees to be on site for each work shift and number of vehicles, if any.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

PLEASE ATTACH ANY ADDITIONAL DOCUMENTATION SUPPORTING THIS REQUEST

**Applicant's Signature**

## **AFFIDAVIT OF OWNERSHIP**

**PLEASE TAKE NOTICE** that an Affidavit of Ownership must be filed with all development and variance applications in Macomb Township. **Proof of ownership or interest in the property must be attached (i.e. deed, land contract, option agreement, lease, etc.).** This requirement must be fulfilled in order to promptly process your application.

If the applicant is not the fee titleholder of the subject property, he/she is a purchaser according to \_\_\_\_\_, it is necessary to establish the fee title holder's intention and desire to have the subject property receive Township approval.  
(Land contract, option, lease, etc.)

(I), (We), \_\_\_\_\_, the undersigned fee title owner(s) of property  
(name)  
hereinafter referenced, acknowledge (my) (our) intention and desire to have the property described within the attached application for \_\_\_\_\_ receive consideration by Macomb Township.  
(type of application to be filed)

(I), (We) further authorize \_\_\_\_\_ as a(n) \_\_\_\_\_  
(name of applicant) (recite applicant's interest in property)  
of the property, to process an Application with the Township of Macomb on (my) (our) behalf.

\_\_\_\_\_  
(name) (owner) \_\_\_\_\_  
(name) (owner)

\_\_\_\_\_  
(name) (owner) \_\_\_\_\_  
(name) (owner)

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### ***THIS FORM RELATES TO PROPERTY WITH THE FOLLOWING PARCEL NUMBER:***

08 - \_ \_ - \_ \_ \_ - \_ \_ \_

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STATE OF MICHIGAN  
ss.  
COUNTY OF MACOMB

On this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, before me personally appeared \_\_\_\_\_  
(name of applicant)  
\_\_\_\_\_ to me known to be the person(s) described in and who executed the foregoing instrument and acknowledged that \_\_\_\_\_ executed the same as \_\_\_\_\_  
(he, she, they) (his, her, their)  
free act and deed.

\_\_\_\_\_  
Notary Public  
Macomb County, Michigan  
My Commission Expires: \_\_\_\_\_  
Acting in Macomb County, Michigan

## VERIFICATION OF RECORDED LEGAL PROPERTY

PROJECT NAME \_\_\_\_\_

### Application To Be Filed (check off)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Variance           | <input type="checkbox"/> Technical Change           | <input type="checkbox"/> House Move-on                    |
| <input type="checkbox"/> Rezoning           | <input type="checkbox"/> Tentative Preliminary Plat | <input type="checkbox"/> Sign(s) / Ground Sign            |
| <input type="checkbox"/> Site Plan Approval | <input type="checkbox"/> Final Preliminary Plat     | <input type="checkbox"/> Certificate of Zoning Compliance |
| <input type="checkbox"/> Special Use Permit | <input type="checkbox"/> Preliminary Plan Review    | <input type="checkbox"/> Other                            |
| <input type="checkbox"/> Revised Site Plan  | <input type="checkbox"/> Final Plan Review          |   |

PERMANENT PARCEL NO. 08 - \_ \_ - \_ \_ - \_ \_ .

PUBLIC ROAD(S) FRONTAGE \_\_\_\_\_

ADDRESS OF PARCEL (if available) \_\_\_\_\_

OWNERS NAME \_\_\_\_\_

ADDRESS OF OWNER \_\_\_\_\_

**LEGAL DESCRIPTION  
(INSERT HERE)**

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### Do Not Write Below This Line – Assessor's Use Only

Is the property proposed for use properly recorded with Macomb Township? ☐ YES ☐ NO

COMMENTS:

\_\_\_\_\_  
**Phyllis Sharbo, Township Assessor**



# REQUEST FOR STREET LIGHTING IMPROVEMENT

MACOMB TOWNSHIP BOARD OF TRUSTEES  
54111 BROUGHTON ROAD  
MACOMB, MICHIGAN 48042  
(586) 992-0710 EXT. 4

Pursuant to §17-134(a)(10) of the Macomb Township Land Division Ordinance requires all proposed Subdivisions and Site Condominium Developments to provide street lighting at each entrance, intersections and throughout the development. The Homeowner's Association will become responsible for the maintenance of street lighting according to a Special Assessment District (for plats) or a contract (for site condos) which will distribute the annual maintenance costs among all lot owners via an assessment or line item which will appear on their tax bills.

Subdivision Name \_\_\_\_\_

Location of Property \_\_\_\_\_  
(for example: the north side of 23 Mile Road and ¼ mile east of Romeo Plank Road)

Permanent Parcel No. 08 - \_ \_ - \_ \_ - \_ \_

## PETITIONER INFORMATION

Petitioner's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Petitioner's Signature \_\_\_\_\_ Date \_\_\_\_\_

## PROCEDURAL INFORMATION

Property Owner Request:

- ☐ Developer Letter
- ☐ Petition of Property Owners (**Note:** If the request is by petition, State Law requires it contain the signatures of at least 10% of the legal property owners. If legal ownership is by more than one individual, signatures will be required of all owners.)

Type of Lighting Requested:

- ☐ Acorn (minimum standard) ☐
- ☐ Other \_\_\_\_\_

**Note:** Per policy adopted February 12, 2003, the Acorn 12' Post-Style Light is the Minimum Standard for street lights. Other fixtures will be permitted, provided they are of a higher standard than the Acorn style.

## OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Date Received: \_\_\_\_\_

Letter to Detroit Edison Sent on: \_\_\_\_\_

Response from Detroit Edison received on: \_\_\_\_\_

Notification of Cost Sent to Petitioner on: \_\_\_\_\_

Public Hearing Held on: \_\_\_\_\_

Special Assessment District Approved by Board on: \_\_\_\_\_

Notice of SAD Sent to the County Clerk for Recording on: \_\_\_\_\_